

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 42, S. 2001

MEMORANDUM CIRCULAR

**T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL
IRRIGATION MANAGERS; OPERATION MANAGERS; HEADS OF
FOREIGN ASSISTED PROJECTS; PROVINCIAL IRRIGATION
OFFICERS; IRRIGATION SUPERINTENDENTS; AND ALL OTHERS
CONCERNED**
National Irrigation Administration

**SUBJECT : IMPLEMENTING GUIDELINES ON THE GRANT OF LOYALTY
AWARD FOR CY 2001**

Pursuant to Board Resolution No. 7009-01 dated May 28, 2001 which authorizes the grant of Loyalty Award for CY 2001 consisting of a Cash Gift of Five Hundred Pesos (P500.00) per year of service contingent on the availability of Agency savings the following guidelines shall be observed:

1. The award shall be granted to NIA personnel regardless of employment status provided they meet the residence requirement during the period under review, i.e., from June 23, 2000 to June 22, 2001;
 - 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA on June 22, 2001, its Anniversary date, shall receive a cash award of P5,000.00 and a Certificate of Recognition;
 - 1.2 Those who, on June 22, 2001, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P2,500.00;
2. Only NIA services rendered prior to reinstatement of employees who were terminated or separated from the service through the abolition of former office shall be included in the computation of length of service, provided, the break in the service shall not exceed one (1) year;

3. In computing the length of service for purposes of the grant, authorized vacation leave without pay for an aggregate period of not more than six (6) months for every ten (10) years of government service shall not interrupt the continuity of the service.

Chiefs of Offices concerned shall be held personally liable for any payment not in accordance with the provisions of this Circular without prejudice, however, to the refund of any excess payments by the employees concerned.

Payment of this Award shall be subject to availability of funds and the usual accounting and auditing rules and regulations.

Inquiries relative to the granting of this Award shall be directed to the Assistant Administrator for Administrative Services attn., Department Manager, Personnel & Records Management Department.

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

21 June 2001